



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

Staff & Parents Pack

MOBILE PHONE POLICY FOR STAFF, VISITORS, VOLUNTEERS AND COLLEGE STUDENTS

Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in a chat rooms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against Parents, staff, visitors etc.

Staff Policy

Staff use of mobile phones during their working day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. not in the presence of pupils

Staff mobile phones should either be kept in their locked lockers or can be placed in the trolley behind the Manager's desk. The Pre-school cannot take responsibility for items that are lost or stolen.

Staff should never contact parents from their personal phones or give their mobile numbers to a parent. If a member of staff needs to make contact with a parent, they should use the Pre-school phone.

Mobile Phone Policy cont

Staff should never send to , or accept from colleagues or parents, texts or images that could be viewed as inappropriate.

With regards to camera phones, a member of staff should never use their phones to photograph child/ren or allow themselves to be photographed.

This guidance should be seen as a safeguard for members of staff, the Pre-school and the local authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors, Volunteers and College Students in Pre-school Policy

Adults either in school or accompanying children on Pre-school trips should not use their cameras or mobile phone cameras to take pictures of the children.

Adults, visitors, volunteers or college students should only use their mobile phone within the confines of the Pre-school staff room, personal cameras and mobile phone cameras should not be used to take pictures of the children.

The Policy supports the Health & Safety, Anti bullying, Child Protection and Internet/Esafety policies.

This Policy was revised and renewed in September 2023
It will be reviewed annually